



Vacation Buy Plan
Enrollment Form

EMPLOYEE INFORMATION		
BNL LIFE #	BNL BLDG #	COMPANY NAME BROOKHAVEN SCIENCE ASSOCIATES
SOCIAL SECURITY NUMBER		
LAST NAME	FIRST NAME	M.I.
PRE-TAX VACATION BUY AMOUNT		
VACATION BUY PLAN	ANNUAL VACATION BUY HOURS ELECTED: (MINIMUM 8 HOURS / MAXIMUM 40 HOURS IN 1 HOUR INCREMENTS) _____ HOURS	
AUTHORIZATION		
I hereby authorize my employer to reduce my earnings for the purchase of vacation hours under the Vacation Buy Plan based on my election above.		
SIGNATURE		DATE

FOR EMPLOYER USE ONLY
EFFECTIVE DATE (REQUIRED)

RETURN THE COMPLETED FORM TO THE BENEFITS OFFICE, BLDG. 185.

New for January 1, 2006 is Brookhaven's Vacation Buy Plan



Brookhaven's New
VACATION BUY PLAN

Have you ever wished you had more vacation days to do the things you want to do? Brookhaven is now introducing a plan to help you do just that.

New for January 1, 2006 is Brookhaven's Vacation Buy Plan where eligible employees can purchase additional vacation time. You'll be able to buy up to 40 hours of additional vacation time each calendar year.

During the 2006 Open Enrollment Period, October 17 through November 10, 2005, you can sign up for the plan. The vacation days you purchase become available to you on January 1, 2006, and you'll pay for them throughout the entire calendar year.

We've provided more details on the following pages, including an enrollment form. If you want to sign up for the plan, make a copy of the form on the back page of this brochure, complete it, and return it to the Benefits Office, Bldg. 185 by November 10, 2005 to be eligible to participate in the plan for 2006. If you prefer, you may enroll online by logging into PeopleSoft and clicking on the following links: Employee Self Service, Benefits, Open Enrollment, and Vacation Buy.

If you have any questions, please feel free to contact the Benefits Office at ext. 2881.



VACATION BUY PLAN

The Vacation Buy Plan is designed to allow eligible employees to purchase additional vacation time on a pre-tax basis and to spread the cost of doing so over the calendar year.

WHO IS ELIGIBLE FOR THE VACATION BUY PLAN?

Active Employees

All regular employees who work at least 20 hours per week are eligible to participate in the Vacation Buy Plan on the first day of active employment.

ENROLLMENT

New employees who are eligible for the plan may enroll in the Vacation Buy Plan within 30 days of their date of hire. Once you enroll, you must continue participation in the plan until the end of the calendar year. If you do not enroll within 30 days of your date of hire, you will be required to wait until the next Open Enrollment Period to elect coverage. Enrollment is not permitted at any other time of the year, and enrollment elections cannot be revoked once they are made. You must re-enroll each year during the Open Enrollment Period if you want to purchase vacation hours for the following year.

To enroll, you must complete an enrollment form and indicate the number of hours of vacation time you want to purchase. The enrollment form is available at the back of this brochure. By completing the form and returning it to the Benefits Office, you will authorize the reduction to your salary. The reduction in salary will be made from your paycheck in equal monthly or weekly installments depending on your pay status. During the Open Enrollment Period, enrollment is also available online through PeopleSoft by clicking on the following links: Employee Self Service, Benefits, Open Enrollment, and Vacation Buy.

WHEN DOES PARTICIPATION BEGIN?

If you are a new employee, participation begins on your date of hire if you complete the enrollment form and submit it to the Benefits Office within 30 days of your date of hire. Enrollments completed during the Open Enrollment Period will be effective on January 1 of the following calendar year.

VACATION BUY PLAN PROVISIONS

- You may purchase a minimum of 8 hours (up to a maximum of 40 hours) of vacation time in 1-hour increments each calendar year in addition to the vacation time you are eligible to receive from Brookhaven Science Associates. Vacation Buy benefits for eligible part-time employees will be pro-rated according to your official work schedule.
- You will pay for this additional vacation time through pre-tax payroll deductions taken equally from your paychecks throughout the year.
- The cost of each vacation hour you purchase is determined by dividing your full-time annual Base Salary, as of the first pay period of the calendar year, by 2080. Use of each vacation hour will be based on this same rate.
- When using your purchased vacation time, you will need to enter special codes on your timecard.
- Purchased vacation is not considered when calculating the maximum vacation carryover each year.
- The use of all vacation time requires the approval of your supervisor and must be in accordance with Laboratory vacation policies.

Eligibility

AVAILABILITY OF VACATION BUY HOURS

The hours of vacation you purchase become available to you as of the January 1 of the calendar year following the Open Enrollment Period. For new hires, the hours become available as of your date of hire.

USE OF VACATION BUY HOURS

When you record the vacation buy hours on your timecard, you will use a special vacation buy code.

UNUSED VACATION BUY HOURS

If you do not use all of your purchased vacation by the end of the calendar year, it will not be carried over to the next calendar year. Those extra hours will be paid back to you in your last paycheck in December based on the rate at which they were purchased. The amount you are reimbursed will be taxable in your paycheck.

OPEN ENROLLMENT PERIOD

Open enrollment is held once a year. During an Open Enrollment Period, you may elect the number of hours of vacation time you want to purchase for the following calendar year. Your election during the Open Enrollment Period will be effective January 1 of the following calendar year. Your purchase elections will not automatically carry forward from year to year. Your elections will be in effect for the remainder of the calendar year.

TERMINATION OF VACATION BUY BENEFITS

Your Vacation Buy Plan benefits will cease on the earlier of the date your employment terminates or the date you are no longer eligible for coverage.

Upon termination of employment, your final paycheck will be adjusted for:

- Hours purchased but not used. You will be reimbursed for these in your final paycheck based on the rate at which they were purchased and the applicable tax.
- Hours purchased and used but not yet paid for. These will be deducted from your final paycheck based on the rate at which they were purchased.

Miscellaneous

If you are no longer eligible for coverage or you are on an approved leave of absence, your last paycheck when you were eligible for the benefit will be adjusted the same as it would upon termination of employment.

Base Salary

Base Salary is the participant's base salary that is reflected on the participant's W-2 statement, before exercise of any salary reduction option. Overtime payments, shift premiums, termination payments, severance pay, and any other forms of compensation are not included in Base Salary. For union employees, Base Salary is based on the terms of their collective bargaining agreements.

Leave of Absence

If you are on an approved leave of absence, your Vacation Buy Plan benefits will be discontinued. Procedures under the Termination of Vacation Buy Benefits section will apply. You may elect the Vacation Buy Plan benefits upon your return to work as an eligible employee.

QUESTIONS ABOUT THE PLAN?

Questions about the Vacation Buy Plan may be directed to the Benefits Office at

(631) 344-2881

Availability